

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 127
JULY 17, 2013 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 17, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Helen Price Johnson, Member

Staff Present: **Bill Oakes, Director, Steve Marx, Connie Bowers, Doug Cox, Dave Bonvoulior**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:25

Roads

Subject/Description: 2014-2019 Transportation Improvement Plan (TIP)

Attachment: Memo & Draft TIP

Action Requested: Bill Oakes reviewed the draft list of projects in the 2014-2019 Six Year Transportation Improvement Plan with the Board.

Follow Up: Continue to a future work session.

Public Works

Subject/Description: 2014-2019 Capital Improvement Plan (CIP)

Attachment: Memo & Draft CIP

Action Requested: Bill Oakes reviewed the draft list of projects for the 2014-2019 Capital Improvement Plan with the Board.

Follow Up: Continue to a future work session. Steve Marx will update the Board on parks projects at a future work session.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 17, 2013 at 9:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Helen Price Johnson, Member

Staff Present: **Melanie Bacon, Human Resource Director**

Others Present: Elaine Marlow, Budget Director, AnaMaria Nunez, Treasurer

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 128
JULY 17, 2013 – WORK SESSIONS**

Record @ 48:32

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Clerk's Office

- Vault Clerk, replacement, C-6 #060/13
Commissioner Price Johnson moved to approve Job Requisition #060/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Human Services

- Substance Abuse Prevention Coordinator, replacement, .6 FTE, C-11 #059/13
Commissioner Price Johnson moved to approve Job Requisition #060/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Public Works

- Solid Waste Attendant 1, replacement, .6 FTE, R-6 #061/13
Commissioner Price Johnson moved to approve Job Requisition #061/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Auditor

- Payroll Coordinator, replacement, NR-10, #062/13
Commissioner Price Johnson moved to approve Job Requisition #062/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: Request for a Leave of Absence – AnaMaria Nunez, Island County Treasurer

Attachment: yes

Action Requested: AnaMaria Nunez, Island County Treasurer, is requesting an approved leave of absence from August 3, 2013 through September 27, 2013. During this period she will be in contact with her office, fulfilling her responsibilities remotely.

Follow up: *Commissioner Price Johnson moved to approve the requested Leave of Absence. The motion was seconded by Commissioner Emerson and carried unanimously.*

Subject/Description: Acting Supervisor - Facilities

Attachment: yes

Action Requested: *Commissioner Emerson moved to extend the pay grade for the Acting Facilities Supervisor for an additional 90 days. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

Subject/Description: Training Today

Attachment: yes

Information: Melanie Bacon informed the Board that she will be requesting funding in her 2014 budget for online employee training.

Subject/Description: Policy Manual update (cont. from 4/17/13)

Attachment: none

Discussion: Melanie Bacon continued the review of the revised Personnel Policies & Procedures Manual with the Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 129
JULY 17, 2013 – WORK SESSIONS**

Follow up: Continue review at a future work session.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, July 17, 2013 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Kelly Emerson, Member	
	Helen Price Johnson, Member	

Staff Present: David Wechner, Director, Paula Bradshaw

Record @ 01:46:30

Others Present: Elaine Marlow, Budget Director

Subject/Description: Planning update

Attachment: memo and current revenue statistics

Information: David Wechner provided an update on development activities, long range planning projects, and strategic planning/office management.

Subject/Description: Consultant contract with The Watershed Company

Attachment: Memorandum dated 7/10/13 from Kira Swanson, to Dave Wechner

Information: The contract with Watershed Company will be coming to the Board for signature sometime in August. Once the consultant is on board and the work plan is finalized, staff will present the work plan to the Board.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, July 17, 2013, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Kelly Emerson, Member	
	Helen Price Johnson, Member	

Present: Ana María d Nunez, Treasurer, Anne LaCour

Others Present: Elaine Marlow, Budget Director

Record @ 02:04:10

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 130
JULY 17, 2013 – WORK SESSIONS**

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, July 17, 2013 at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Helen Price Johnson, Member

Others Present: Elaine Marlow, Budget Director

Record @ 02:23:47

Subject/Description: Consider appointments/reappointments to Board of Equalization

Attachments: yes

Action Requested: The Board considered appointments/reappointments to the Board of Equalization.

Follow up: Okay with full Board to move recommendation forward to Monday's agenda.

Subject/Description: 2013 Affordable Housing Program Application – Reduction of Substandard Properties Certification

Attachments: yes

Action Requested: Approval of substandard housing statement in order for the Opportunity Council to apply to the Federal Home Loan Bank (FHLB) for funding to provide home rehabilitation services for low-income homeowners in Island County.

Follow up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Letter of Support for an application from the Opportunity Council to the United States Department of Agriculture Rural Development for a Housing Preservation Grant

Attachments: yes

Action Requested: Approval of letter of Support for an application from the Opportunity Council to the United States Department of Agriculture Rural Development for a Housing Preservation Grant.

Follow up: *Commissioner Price Johnson moved to authorize the Chair to sign the letter of support on behalf of the Board. The motion was seconded by Commissioner Emerson and carried with a vote of two in favor and one abstention. Commissioner Emerson abstained.*

Record @ 02:43:59

Add on

Subject/Description: Island County Fairgrounds strategic planning

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 131
JULY 17, 2013 – WORK SESSIONS**

Information: Commissioner Price Johnson briefed the Board on the strategic planning efforts for the Island County Fair and fairgrounds. At the Island County Economic Development Council (EDC) meeting this afternoon she plans to address the group about contracting for an employee to help with the strategic planning efforts.

Add-on

Subject/Description: Ebey's Reserve

Attachment: none

Discussion: Commissioner Price Johnson noted that the interim Ebey's Reserve Manager does not have a permitting/planning background. She asked if the Board would be in favor of using Historic Preservation funds, if available, to assist the Trust Board in hiring a temporary employee to help facilitate the Historic Preservation planning review process and create some consistency as well as training for the Historic Preservation Committee.

Follow up: The Board was in support of the concept. Commissioner Price Johnson will bring back a more detailed proposal.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 17, 2013, at 11:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Kelly Emerson, Member
 Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: **Keith Higman, Director**

Others Present: **Elaine Marlow, Budget Director**

Record @ 02:31:02

Environmental Health

Subject/Description: On-Site Septic System (OSS) Contractor Payment Process – A QI Project to Improve Customer Service

Attachment:

Action Requested: Postponed

Follow up:

Subject/Description: Authorization for out-of-state travel expense reimbursement for attendance to Western Association of Food & Drug Officials 2013 Annual Educations Conference

Attachment: none

Action Requested: Authorization for Environmental Health Specialist to attend Western Association of Food and Drug Officials 2013 Annual Educations Conference in Portland, OR, August 4-6, 2013. Expenses: \$774.00 for conference registration, 3 night hotel, transportation, meals at per diem rate.

Follow up: Okay with full Board.

